



DEPARTMENT OF THE ARMY and AIR FORCE  
Joint Forces Headquarters, Kentucky National Guard  
Office of the Adjutant General  
Boone National Guard Center, 100 Minuteman Parkway  
Frankfort, Kentucky 40601-6168

JFHQ-KY-HRO (690-630)

18 November 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (KYNG Log Number I08-014) Excused Absence for Conferences or Conventions

1. Excused absence is absence from duty, administratively approved, without loss of pay and without charge to leave. This absence may be granted in limited circumstances to allow employees to participate in programs that are of significant value to the interests of the Federal Government and directly related to the mission of the National Guard. Such programs include conferences and conventions sponsored by the National Guard Association of the United States (NGAUS), National Guard Association of Kentucky (NGAKY), Enlisted Association of the United States (EANGUS), Enlisted Association of the National Guard of Kentucky (EANGKY) or the Army Aviation Association of America (QUAD-A). This information memorandum supersedes I08-003.

2. MACOM Commanders/Administrative Officers and directors may make excused absence determinations in accordance with AR 600-8-10, CPM 990-2, 5 CFR, part 610.302 and DoD CPM 1400.25-M, Subchapter 630. Excused absence may be restricted to those situations in which the AGR or technician is an **official representative** of the agency or is a contributor on the agenda and shall be limited to 5 workdays during each calendar year. All requests for excused absence will be submitted in writing, in advance and through the employee's supervisor to this office for approval. All approved must attend all general business sessions and be in appropriate military uniform.

3. Full time personnel will follow the guidelines below in documenting this leave:

a. AGR. Submit a DA Form 31 in accordance with AR 600-8-10 paragraph 5-33, figure 5-16 and IAW ANGR/AFR 10-7. The immediate supervisor will sign in block 12, then forward to JFHQ-HRO-A. The Human Resources Officer will sign block 13 authorizing the permissive TDY.

b. Army or Air Technicians. Provide your supervisor a copy of this letter which authorizes the administrative leave. The timekeeper will then annotate on the time cards using the appropriate code for excused absence (LV) in accordance with KYTPR 630, Appendix B.

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4. Excused absence will not be granted to attend National Guard gatherings where the purpose is not clearly in the best interest of the federal government.

5. Questions concerning this action may be addressed to Mrs. Pam Cox at 502-607-1761 or MAJ Shontelle Adams at 502-607-1340.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read "Ed W. Tonini".

DISTRIBUTION: A Army  
F Air

EDWARD W. TONINI  
Major General, KYNG  
The Adjutant General